

CSS Portal - Create an Account - Instructions

Step 1: Open the CSS Portal

Step 2: Select Sign-up, as shown below.

The screenshot shows a web browser window with the URL `airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/home`. The page header includes the City of Upland logo and the text "CITY OF UPLAND CALIFORNIA INCORPORATED IN 1906". A navigation bar contains links for Home, Fee Estimator, Report, Search, Help, and Calendar. A blue banner at the top of the main content area reads "Remember to check the Portal periodically for the status of your project." Below this, a "Welcome" section greets the user and provides three search tools: Search Permits, Search Plans, and Search Inspections. On the right side, there are three sections: "Not a Member? Register." with a "Sign Up" button (highlighted by a red arrow), "Today's Inspections" with a "View" button, and "Log In" with a "Log In" button. The footer contains a "Need Help? Email" link and copyright information for 2022.

CSS

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/home

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Good Morning, [Guest](#)

Home Fee Estimator Report Search Help Calendar

Remember to check the Portal periodically for the status of your project.

Welcome

Welcome to Self Service!

Search Permits
This tool can be used to search for existing permits.

Search Plans
This tool can be used to search for existing plans.

Search Inspections
This tool can be used to search for inspections associated with permits.

Not a Member? Register.
Create a new account now - click Sign Up to get started.
[Sign Up](#)

Today's Inspections
View the jurisdictions' scheduled inspections by date.
[View](#)

Log In
Log in with an existing account.
[Log In](#)

[Need Help? Email](#)


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Step 3: Enter your email address

Step 4: The system will send you a confirmation email which you are required to confirm.

Registration

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/register

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Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [Next](#)

Email address is required


Need Help? [Email](#)

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Step 5: After you've confirmed your email address, you will register the account.

Registration

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/register?confirmemailtoken=NUMzi6TMnRyqxfGwchJZI9VFOCVFnQu9MmrU7I9dzv4%3D



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Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email zoning@ci.upland.ca.us

Back

Register


Need Help? [Email](#)

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Step 6: Proceed to enter your contact information

Registration

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/register?confirmemailtoken=NUMzi6TMnRyqxGwchJZI9VFOCVFnQu9MmrU7i9dzv4%3D

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Registration

Step 3 of 3: Contact Information

PERSONAL INFO

***REQUIRED**

* First Name
First name is required.

Middle Name

* Last Name
Last name is required.

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Email Address

* Contact Preference

Step 6 (cont'd): Create a password and enter your contact information.
Step 7: Click Submit

Registration

airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/register?confirmemailtoken=NUMzi6TMnRyqxfGwchJZI9VFOCVFnQu9MmrUJ7i9dzv4%3D

Contact Preference Address

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password

* Confirm Password

ADDRESS

Country Type

Enter Address

* Street Number

* Street Name

* City


State

* Postal Code


County

Unit or Suite

* Address Type

☐ I'm not a robot 

Back Submit



Step 8: The account is now active. You can log in to submit applications.

The screenshot shows a web browser window with the URL `airbase.ci.upland.ca.us/EnerGovProd/SelfService/home#/thankyou`. The page header features the City of Upland logo and the text "CITY OF UPLAND CALIFORNIA INCORPORATED IN 1906". A navigation bar includes links for Home, Fee Estimator, Report, Search, Help, and Calendar. The main content area displays a "Thank you for registering" message, followed by the text "Thank you for registering for an account. Your account is now active and ready to be used." Below this text is a blue "Log In" button, which is pointed to by a red arrow. The footer contains the text "Need Help? Email" and copyright information: "© 2022 - EnerGovProd | Terms of use | Privacy | Accessibility".

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.

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